

Guidelines for Submitting **Edible Food Recovery** Capacity Data

The County's Organic Waste Recycling and Edible Food Recovery Capacity Website provides a platform for jurisdictions to submit their capacity data to the County. It also provides recordings of past meetings held by the County and lists the dates for upcoming meetings. A map of organic waste processing facilities will be available on the website, along with downloadable sample survey templates that can assist jurisdictions in collecting the required data that needs to be submitted to the County. There are additional resources, including links to important webpages on CalRecycle's website related to SB 1383.

How to Submit Data

Step 1: Navigate to the County's SB 1383 Capacity Planning [website](#).

Step 2: Click on the "Jurisdictions" drop down menu.

Step 3: Select the "Submit Data" button.



The screenshot shows the 'Solid Waste Information Management System' website. The 'Jurisdictions' dropdown menu is open, and the 'Submit Data' option is circled in red. Below the menu are three images: a bowl of salad, a bunch of carrots, and hands holding a small plant. The main content area includes a welcome message, a link to 'Senate Bill 1383 Regulations', and a list of statewide goals for organic waste disposal and edible food recovery.

Public Works
LOS ANGELES COUNTY

Solid Waste Information Management System

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Organic Waste Recycling and Edible Food Recovery Capacity Planning

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- Past Virtual Meetings
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Welcome to the Organic Waste Recycling and Edible Food Recovery Capacity Planning Website for Los Angeles County Jurisdictions. Senate Bill 1383 Regulations require counties to submit to CalRecycle a set of information related to organic waste capacity and edible food recovery capacity planning. This website is intended to provide you, as the jurisdiction, the resources for meeting these requirements.

Senate Bill 1383 Regulations

In September 2016, Governor Edmund Brown Jr. set methane emissions reduction targets for California (Senate Bill (SB) 1383 Lara, Chapter 395, Statutes of 2016) in a statewide effort to reduce emissions of short-lived climate pollutants. The targets must:

- Reduce organic waste disposal 50% by 2020 and 75% by 2025.
- Rescue for people to eat at least 20% of currently disposed surplus edible food by 2025.

These are statewide goals that California must collectively achieve, and not individual requirements. In other words, individual jurisdictions and individual food donors are not required to meet the organic waste disposal goals and 20 percent edible food recovery rate separately.

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*Alternatively, you can get to the Submit Data page by scrolling down on the SB 1383 Capacity Planning page to the “Schedule & Deadlines” Section and click on the “**Submit Your Data**” Button...*

Schedule & Deadlines

In order to comply with SB 1383 regulations, which require a County to collect capacity planning information from jurisdictions and submit to CalRecycle by August 1, 2022, we are requesting jurisdictions to please submit jurisdictional information to the County no later than April 8, 2022.

- April 8, 2022:** Jurisdictions to submit to the County of Los Angeles (Public Works).
August 1, 2022: County to submit data related to SB 1383 Capacity Planning to CalRecycle.

SUBMIT YOUR DATA

Based on SB 1383 regulations, the County will compile all data received and report to CalRecycle, on behalf of the jurisdictions, on the following dates:

- August 1, 2022 for the planning period of January 1, 2022 - December 31, 2024
- August 1, 2024 for the planning period of January 1, 2025 - December 31, 2034
- August 1, 2029 for the planning period of January 1, 2030 - December 31, 2039
- August 1, 2034 for the planning period of January 1, 2035 - December 31, 2044

Meetings

The [Submit Data page](#) provides a link to the *Edible Food Recovery Capacity Planning Calculator Tool* (developed by CalRecycle) which jurisdictions would fill out and submit to the County. There is also a link to CalRecycle's website on organic waste capacity planning and a link to their webinar (with a walk-through of the Calculator Tool).

Step 4: Download the [Edible Food Recovery Capacity Planning Calculator Tool](#).

Here are the steps for completing and submitting your Organic Waste Capacity Planning Calculator Tool Form:

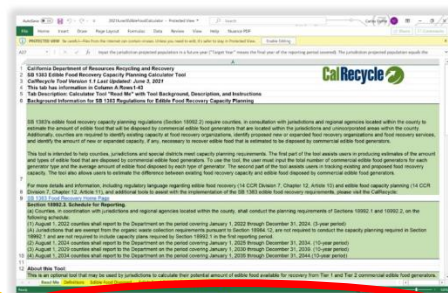
Step 1: Access the [link](#) to CalRecycle's Organic Waste Capacity Planning Calculator Tool on CalRecycle's Website.

Step 2: Fill out information requested on the website.

Step 3: Generate the Excel file by clicking "Export to Excel" button at the bottom of the website. (here is a [link](#) to a sample Excel File for reference on what the output Excel file will look like)

Step 4: Upload your Excel file to **Form B** on the "Submit Forms" Section below.

Edible Food Capacity Planning



Link to CalRecycle's
Edible Food
Recovery Capacity
Planning Calculator
Tool

Edible Food Recovery Capacity Planning Calculator Tool



CalRecycle's Edible Food Capacity Planning Website

CalRecycle's Webinar – Edible Food Recovery Capacity Planning Tools

Here are the steps for completing and submitting your Edible Food Recovery Capacity Planning Calculator Tool Form:

Step 1: Download the [Edible Food Recovery Capacity Planning Calculator Tool](#).

Step 2: Fill out information requested on the Excel File.

Step 3: Upload your Excel file to **Form C** on the Forms Section of this page below

Submit Forms - Organics Waste & Edible Food Recovery Capacity Planning

Step 5: The Excel file contains 5 tabs ("*Read Me, Definitions, Edible Food Disposed, Edible Food Capacity Details, and Summary*")

Step 6: Select the "**Edible Food Disposed**" tab and input the information as follows:

1. "*Step 1: Jurisdiction Name, Reporting Year, and Target Year*"

- **Cell A9:** Enter the jurisdiction name.
- **Cell B9:** Enter the reporting year. ("**2022**" for the first reporting period, see below)
- **Cell C9:** Enter the target year. ("**2024**" for the first reporting period, see below)

Schedule for Reporting

(1) August 1, 2022 counties shall report to the Department on the period covering January 1, **2022** through December 31, **2024**. (3-year period)

(2) August 1, 2024 counties shall report to the Department on the period covering January 1, **2025** through December 31, **2034**. (10-year period)

(3) August 1, 2029 counties shall report to the Department on the period covering January 1, **2030** through December 31, **2039**. (10-year period)

(4) August 1, 2034 counties shall report to the Department on the period covering January 1, **2035** through December 31, **2044**. (10-year period)

2. "*Step 2: Change in Population Over Reporting Period*"

- **Cell B17:** Enter the jurisdiction reporting year population using the most recent annual data reported by the [California Department of Finance](#).
- **Cell B18:** Enter the jurisdiction projected population in the "target year". ("target year" means the final year of the reporting period covered). The California Department of Finance does not provide publicly accessible projections for cities (entire counties only) so input your best available data, which may also be found in local general plans, climate action plans, transportation studies, etc.

3. "*Step 3: Select Edible Food Disposal Conversion Factors*"

- **Cells B30 – B41:** Enter the conversion factors for each commercial edible food generator type for edible food disposed in average pounds per year per facility, by using one or both of the options below:
 - i. You can reference CalRecycle's [Estimating Factors for Edible Food Disposed by Commercial Edible Food Generators](#) document to help estimate factors for edible food disposed by commercial edible food generators and/or can provide your own factors.

4. "*Step 4a: Calculate Edible Food Disposal Totals by CEFEG Type*"

- **All yellow cells (fillable) in column "B" between B52, and B129:**
Enter the number of each Tier 1 and Tier 2 generator in the jurisdiction, by type. For all commercial edible food generator types, this is the number of sites of facilities. For large events, enter the number of events. You can use CalRecycle's [Guidance for](#)

[Jurisdictions: How to Identify SB 1383 Commercial Edible Food Generators](#) document as a reference for identifying SB 1383 commercial edible food generators.

5. “[Step 4b] (This is an optional step, Step 4b table can be found in cells E:51-H:137, and a subtotal table in in cells E:141-G:147)”
 - Although this step is optional, we encourage you to provide as much information as possible in this step to aid in your efforts to match Tier 1 & 2 generators with the appropriate edible food recovery organizations. This step can be used to estimate edible food disposed **by food type** (e.g. packaged, non-perishable items). This information may be helpful to jurisdictions in planning for supplemental infrastructure needed, including delivery vehicles, refrigeration, and staffing needs.
 - **All yellow cells (fillable) in column “F” between F53 and F134:** If available, enter the percentage of total edible food disposed by food type for each type of commercial edible food generator.

Step 7: Select the "**Edible Food Capacity Details**" tab and input the information as follows:

1. “Step 5a: Edible Food Capacity Details by Food Recovery: 'Existing' and 'New or Expanded'”
 - This table is designed to track monthly quantities of edible food recovered. If you want to track this information on a more frequent basis, you should use a separate spreadsheet and then update monthly information into the table.
 - **Cells A36 – F75:** Enter the details of **existing** edible food recovery collections, including contact information, types of food collected, frequency of collection, and quantity of food collected or self-hauled to an organization. (You can use the sample inputs from Cells A32 – F33 as a reference)
 - **Cells A83 – F122:** Enter the details of **new** edible food recovery organizations, existing organizations with potential new capacity, or organizations that are anticipating a reduction in capacity due to facility closures or other reasons. (You can use the sample inputs from Cells A32 – F33 as a reference)
2. “STEP 5b: Edible Food Capacity Details by Food Type (Optional) Step 4b table can be found in cells H:31-T:78)”
 - **Cells H36 – Q75:** This step is optional. Enter the amount of each food type that was accepted at each edible food recovery organization included in the first table of Step 5a. (If the organization does not accept that food type, enter "No" into the appropriate column.)

Check out the “**Summary**” tab to see the estimated Shortfall or Excess capacity

Step 8: Save the Excel file.

Step 9: Navigate back to the County's SB 1383 Capacity Planning Website [Submit Data page](#).

Step 10: Upload the Excel file to the County's website through [Form C](#) in the “Submit Forms” Section at the bottom of the page.





Submit Forms - Organics Waste & Edible Food Recovery Capacity Planning

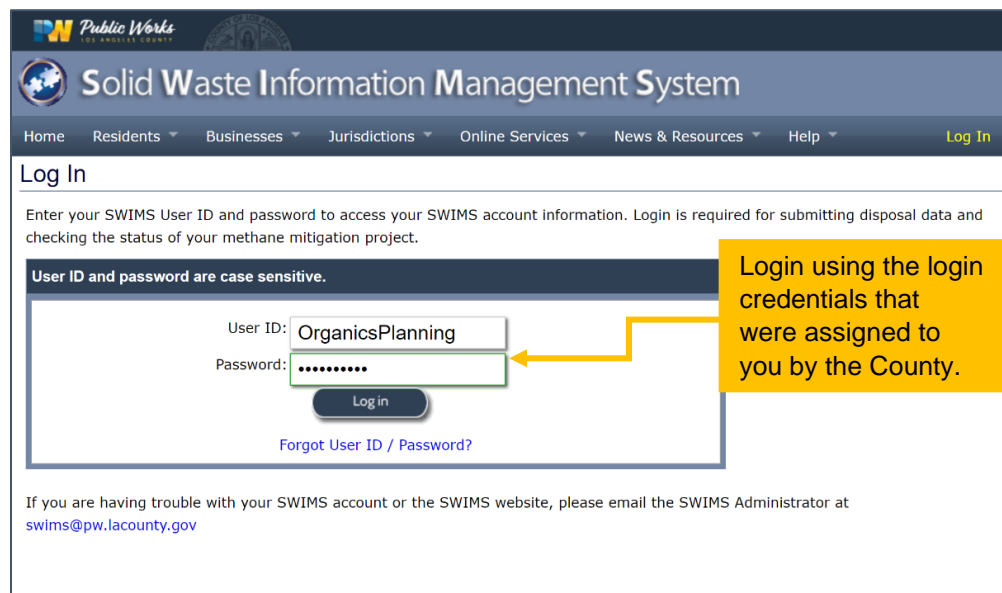
Please click on the links below to access Public Works' forms for inputting your jurisdictions' Organic Waste & Edible Food Recovery Capacity Planning information.

Form A (COMING SOON!) (POTENTIAL NEW OR EXPANDED ORGANIC WASTE FACILITY PROJECTS/SITES WITHIN YOUR JURISDICTION)

Form B (ORGANICS CAPACITY PLANNING SHORTFALL OR EXCESS BY JURISDICTION)

Form C (EDIBLE FOOD RECOVERY CAPACITY PLANNING SHORTFALL OR EXCESS BY JURISDICTION)

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Log In

Enter your SWIMS User ID and password to access your SWIMS account information. Login is required for submitting disposal data and checking the status of your methane mitigation project.

User ID and password are case sensitive.

User ID:


Password:

[Log In](#)

[Forgot User ID / Password?](#)

Login using the login credentials that were assigned to you by the County.

If you are having trouble with your SWIMS account or the SWIMS website, please email the SWIMS Administrator at swims@pw.lacounty.gov

 **Solid Waste Information Management System** Welcome

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Submit Edible Food Recovery Capacity Calculator Tool (Form C) Data

Description: Form for uploading "2021June3EdibleFoodCalculator" Excel file.

Option 1: Upload Data in Excel

Step 1: Fill out information online: CalRecycle Edible Food Recovery Capacity Calculator Tool (Excel File)
Step 2: Fill it out offline..
Step 3: Upload the Excel file..

User: **Admin**

Jurisdiction: -- None --
Reporting Year: 2021




Data File:

1st: If your jurisdiction does not auto-populate, use the dropdown menu to select your jurisdiction.

2nd: If the reporting year does not auto-populate, use the dropdown menu to select the reporting year.

3rd: Click the "Select" button and find the Excel file that you just saved to your computer.

4th: Select "Upload" to upload your file.

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Step 11: Once you upload your file, the following confirmation pdf will show on your screen (which you can print).



Report Submittal Confirmation

Form C (organics) LOS ANGELES for period 2021 was submitted successfully

Date &Time: 12/29/2021 4:47:44 PM

Reference No:70dd6489-0718-4735-8eb2-6df653121562